

PART 2: SCHOOL NUTRITION PROGRAMS APPLICATION

Renewed in School Year 2008-2009

Local Agency Name: _____ Number _____

A. PROGRAMS

- ☐ National School Lunch Program
 - ☐ Lunch
 - ☐ Snack After School
- ☐ School Breakfast Program
 - ☐ Regular
 - ☐ Severe Need
- ☐ Special Milk Program
 - ☐ Special Milk Program only (No Meals)
 - ☐ Special Milk Program for Split Session Kindergarten/Preschool
- ☐ Food Distribution Program (Commodities)

B. PRICING STRUCTURE

	Non-Pricing	Pricing		
Lunch Program				
Lunch	<input type="checkbox"/>	<input type="checkbox"/>		
Snack after school	<input type="checkbox"/>	<input type="checkbox"/>		
Breakfast Program	<input type="checkbox"/>	<input type="checkbox"/>		
Milk Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Option 1	<input type="checkbox"/> Option 2

C. SEVERE NEED BREAKFAST

An individual school participating in the School Breakfast Program may be considered for rates of reimbursement in excess of the regular rates if it meets the criteria outlined in Part II(A)(4). Application for Severe Need was listed in Section A - Programs. The Severe Need Breakfast Determination attachment will be requested annually to update Severe Need Breakfast requirements.

D. FREE & REDUCED PRICE ELIGIBILITY

1. Frequency and method of obtaining applications:

Applications for free and reduced price meals/free milk (meal benefit forms) will be obtained as indicated: (See part II(C)(1)(k) and IV(B)(4) for further information.)

- ☐ a. Annually for all children receiving free or reduced price meals, or free milk.
- ☐ b. By implementing one of the following NSLP/SBP special provisions:
 - ☐ Provision 1 Base Year _____
 - ☐ Provision 2 Base Year _____ ☐ Extension requested
 - ☐ Provision 3 Base Year _____ ☐ Extension requested
- ☐ c. As a Residential Child Care Institution (RCCI), the SFA is (check all that apply):
 - ☐ Using enrollment roster (attachment D as is) for residential students
 - ☐ Using other enrollment roster (attach sample) for residential students
 - ☐ Using Applications for Free and Reduced Price Meals for day students
 - ☐ Provision 3 Base Year _____ ☐ Extension requested

2. **Determining/hearing officials**

In compliance with Part IV (B)(3) and (4) for NSLP and SBP and Pricing Option 2 SMP, the name and title of the person designated as the determining official for free/reduced eligibility is:

(Name) (Position)

For pricing NSLP and SMP, the name and title of the person designated as the hearing official is:

(Name) (Position)

E. MEAL/MILK BILLING AND PAYMENT COLLECTION

Pricing Programs Only: Describe in detail (on a separate page if needed) the procedure which will be used to distribute notices of payment, collect payments for meals or milk from students, distribute tokens, tickets, etc., and provisions for protecting the anonymity students who receive free and reduced meals. If more than one system of collection is used, explain them all and indicate the system each school uses. In collecting payments for meals or milk and in distributing tickets, tokens, etc., school or administrative officials must ensure that there is no overt identification of recipients of free and reduced price meals or free milk in both the serving line and when tickets are distributed or sold.

F. PROGRAM MONITORING

On-site reviews are required annually at all SFAs that have more than one site where meals are served. The review issues covered by federal regulation deal with meal count systems; however, the SFA is encouraged to review other issues of importance, such as sanitation, school policies and procedures, customer service, and presentation of the meals.

☐ Yes ☐ N/A The SFA will complete on-site program monitoring for lunch sites annually by February 1 using NSLP memo #52 worksheet.

☐ Yes ☐ N/A The SFA will complete on-site program monitoring for snack after school sites once during first 4 weeks of operation and a second time before end of program year using NSLP memo #36 worksheet.

Attachment F will be requested annually to update verification and on-site monitoring calendar plan and to name who will have responsibility for on-site monitoring requirements.

G. CLAIM PREPARATION

☐ Yes ☐ No Standard edit checks are applied either manually or electronically to eligibility category daily counts and totals in preparing the claim for reimbursement using NSLP #53 worksheet.

☐ Yes ☐ No Alternate edit checks are described on a separate sheet and approval for these is requested.

H. SNACK AFTER SCHOOL OPTION

1. Does the school have final administrative and management responsibility for the After School Care Program and the site where it is operated? ☐ yes ☐ no
2. Are the After School Program operations carried out by another agency? ☐ yes ☐ no
3. If yes, what agency does this? _____

I. OCTOBER DATA:

- ☐ The annual October Data Survey report will be submitted to CANS no later than November 10th.

J. VERIFICATION:

Verification is required for any School Food Authority (SFA) that gathers applications for free and reduced price meals. Exempt SFAs are residential childcare institutions (RCCI's) that have no day students and those SFAs that are past the base year for special provisions 2 or 3. However all SFA's must annually complete the Verification Report 742SD found in current version of NSLP Memo 51 by February 1st. Complete either A or B.

- ☐ The annual Verification Summary Report 742SD, will be submitted to CANS no later than February 1st. The form can be found in current version of NSLP memo #51.

- ☐ Yes ☐ N/A Attachment F will be completed annually to update calendar plan and to name who will have responsibility for on-site monitoring requirements.

K. ADDITIONAL ATTACHMENTS

The SFA has included the following applicable attachments:

- ☐ 1. Request with justification for claiming seven days/week, if appropriate, for other than RCCIs.
☐ 2. Multiple SFA Addendum, if applicable.

L. CERTIFICATION

This is to certify that the information is true and correct and is submitted as part of the Local Agency's combined application:

By: _____
Authorized Representative Signature

Name: _____
(Print or Type)

Title: _____

Date: _____